



CITY OF REDMOND
ADDENDUM TO SUBMITTAL
REQUIREMENTS

January 8, 2003

***** Important *****

Please be aware that as of February 1st, 2003, all Land Use applications will be taken during appointments only. Appointments can be made in person or by calling the on-call planner at 425-556-2494. Available time slots are as follows:

Monday: 8:30-10, 10-11:30, 1-2:30 and 2:30 to 4

Tuesday: 8:30-10 and 10 to 11:30

Please note that there are several changes being made to the City of Redmond Submittal Requirement checklists. The following items are not included in the forms, however these items are required for completeness effective immediately:

1. Three (3) sets of self-adhesive mailing labels containing the names and addresses of all property owners within **500** feet of the subject site, keyed to a copy of the assessor map identifying all properties receiving notification. **If necessary, the radius of 500 feet shall be expanded to include at least 20 different property owners.**
2. Nine (9) copies of a City of Redmond SEPA Checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions. **You must provide a completed SEPA application form** even if the project is exempt from SEPA.
3. One copy of an 8-1/2" x 11" vicinity map suitable for public notice purposes.
4. One copy of an 8-1/2" x 11" site layout plan suitable for public notice purposes.
5. Permit tracking data entry form.
6. Pre-Application Information including:
 - Dates of most recent Pre-Application meetings for both Design Review Board and Technical Committee (fee credits cannot be determined without this information)
 - Pre-Application meeting file numbers (only if pre-application meeting was held on or after October 28, 2002)
7. All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.

If you have any questions concerning these items or any other submittal requirements, please contact the Planner of the Day at the Permit Center in City Hall, or you may call a Planner at 425-556-2494.



DEVELOPMENT GUIDE AMENDMENT

CITY OF REDMOND **SPECIFIC APPLICATION REQUIREMENTS FOR:**

TEXT OR ZONING MAP AMENDMENT CONSISTENT WITH **THE COMPREHENSIVE PLAN**

Project Name: _____

Application Date: _____

Complete applications for zoning map and zoning text amendments which do not require a comprehensive plan amendment may be submitted at any time. Please submit the completed application to the City of Redmond Permit Center. The Permit Center is located in the First Floor of City Hall, 15670 NE 85th St., Redmond. The mailing address is City of Redmond Planning/Permit Center, CHPC, PO Box 97010, Redmond, WA 98073-9710. Applicants must be filed in person; applications cannot be mailed or sent by messenger to the Permit Center.

Do not use this form for zoning map and zoning text amendments which require a comprehensive plan amendment.

The applicant shall check each box below to confirm the item is included or addressed in the application.

REQUIREMENTS FOR ALL APPLICATIONS - All applications shall include the following:

- ☐ 1. A completed and signed City of Redmond General Application Form.
- ☐ 2. The required application fee.
- ☐ 3. A completed and signed City of Redmond Washington State Environmental Policy Act (SEPA) Checklist. If the proposal is a non-project action, Part D of the SEPA Checklist (the Supplemental Sheet For Non-project Actions) shall be completed and included with the application. If a Final Environmental Impact Statement has been completed for the proposal, a SEPA Checklist is not required.
- ☐ 4. A completed and signed copy of this form.

ZONING TEXT OR CHART AMENDMENTS - If the proposal includes zoning text or chart amendments, the application shall include the following additional information:

- ☐ 1. The proposed amendments exactly as proposed.
- ☐ 2. A written explanation of why the proposed amendments are consistent with the Redmond Comprehensive Plan, the Growth Management Act, the State of Washington Department of Community, Trade and Economic Development Procedural Criteria, and the King County Countywide Planning Policies.
- ☐ 3. If the amendment is site specific, the self-adhesive mailing labels listed in number 5 under "Zoning Map Amendments" are also required. City staff can tell you if an amendment is site specific.

ZONING MAP AMENDMENTS - If the proposal includes amendments to the Zoning Map, the application shall include the following additional information:

- ☐ 1. A vicinity map showing the location of the proposed zoning amendment. The vicinity map shall be on eight and one-half inch by 11 inch paper.
- ☐ 2. The existing and proposed zoning.
- ☐ 3. The signatures of property owners representing seventy-five (75%) of the owners of the property included in the proposed zoning amendment. Additional signature pages may be added to the General Application Form or additional copies of the form used.
- ☐ 4. The street address or common description, legal description, and King County Parcel Number(s) of the property within the boundaries of the proposed zoning amendment.

- ___ 5. Three (3) sets of self-adhesive mailing labels, or the equivalent, with the names and mailing addresses of property owners within 300 feet of the boundary of the property included in the proposed amendment. This information can be obtained from the King County Assessor's Office, 500 Fourth Avenue, Room 700A (Public Information), Seattle, WA.
- ___ 6. A map of the property included within the boundaries of the proposed zoning map amendment and adjacent streets and parcels with the following information:
- ___ A. The amendment boundary lines.
 - ___ B. All existing lots, tracts, streets, and easements.
 - ___ C. The general location and size of water, sewer, and stormwater pipes.
 - ___ D. The map shall be no larger than 11 inches by 17 inches and the scale shall be between 1-inch equals 100 feet and 1 inch equals 800 feet.
- ___ 7. Zoning Map Amendment Criteria. A written explanation of why the proposed zoning map amendment meets the following Zoning Map Amendment Criteria:
- ___ A. The amendment is in accord with the Comprehensive Plan Land Use Map and Comprehensive Plan policies.
 - ___ B. The amendment bears a substantial relation to the public health and safety.
 - ___ C. The amendment is warranted because of changed circumstances, a mistake, or because of a need for additional property in the proposed zoning district.
 - ___ D. The subject property is suitable for development in general conformance with zoning standards under the proposed zoning district.
 - ___ E. The amendment will not be materially detrimental to uses or property in the immediate vicinity of the subject property.
 - ___ F. Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone.
 - ___ G. The probable adverse environmental impacts of the types of development allowed by the proposed zone can be mitigated taking into account all applicable regulations or the unmitigated impacts are acceptable.
 - ___ H. The amendment complies with all other applicable criteria and standards in the Redmond Community Development Guide.
- ___ 8. Other information for Zoning Map Amendments:
- ___ A. Comparison to adjacent zones,
 - ___ B. Comparison to adjacent land uses,
 - ___ C. The existing uses and development on the site,
 - ___ D. The topography of the site in relation to existing and proposed zoning boundaries, and
 - ___ E. Conceptual drawing of proposed development (may be required).

Additional information or a SEPA environmental impact statement may be required by the Technical Committee. The applicant will be notified in writing if additional information is necessary.

Please Note: To assist you in applying, the City of Redmond encourages applicants to attend a free pre-application conference. A pre-application conference can be scheduled by contacting the Permit Center at 425-556-2473.

Public Notice Requirements: The applicant is required to place signs on the affected property describing any proposed zoning map amendments and certain other zoning amendments at least ten days before the Planning Commission or Hearing Examiner public hearing. Please contact the staff assigned to your application for the hearing date. Specifications for the signs and an affidavit of posting are in Appendix O of the Redmond Community Development Guide. Staff must approve the sign design and copy before you have the signs painted and installed.

Applicant or Representative

Date